

No.D-29013/4/2010-Genl.
Government of India
Ministry of Minority Affairs
(General Admn.)

11th Floor, Paryavaran Bhawan,
C.G.O. Complex, Lodhi Road, New Delhi.
Dated, the 5th Jan, 2011

To,

Sub:- Printing of pamphlet.

Sir,

I am directed to say that the Ministry intends to print pamphlets with the following specifications:-

The total size of the pamphlet will be 16" (B) x 11" (L).

This pamphlet will be folded along the middle to create two leaves of 8" (B) x 11" (L).

The printing will be on both sides of the 2 (two) leaves of the pamphlet.

Paper quality to be used 170 GSM Imported Art Paper

Text colour Black

No. of pamphlets to be printed (approximately):

In Hindi	20,000 copies
In English	20,000 copies
In Urdu	<u>10,000 copies</u>
	50,000 copies

3. You are requested to send sealed quotations duly super subscribed "**Quotation for printing of pamphlet- Jan,2011**" addressed to the undersigned so as to reach latest by 15:00 hrs of 07/01/2011. The quotes will be opened on the same day at 15:30 hrs in the presence of representative of your firm. Quotations received after the time and due date mentioned will not be accepted.


4. Quotation must be accompanied with earnest money of Rs.5,000/- (Rupees five thousands) only in the form of Demand Draft drawn in favour of DDO, Ministry of Minority Affairs otherwise quotation will be invalid. All the firms are requested to enclose the sample paper. The firm should clearly indicate the taxes applicable, if any. **The successful bidder must ensure that the printed material be supplied within 5 days after finalization of the contract for printing.**

5. All the printed materials should be genuine, of highest quality and of the branded company. If the materials supplied are to be of substandard quality, the same will be returned and the Ministry will not be responsible for any loss to the concerned supplier for such supply. Moreover, such suppliers may be penalized by forfeiting the earnest money as mentioned above including the blacklisting of the concerned firm by this Ministry if the conditions of contracts are not fulfilled.

6. **The printing of the pamphlet will be in black ink only. The rate for printing must be quoted per pamphlet only.** If the rates for Hindi, English and Urdu pamphlets printing are different, the same may be quoted separately. If the quotations do not contain unit price, the same will be rejected.

7. The competent authority reserves the right to cancel any or all quotations without assigning any reasons.

Yours faithfully,


(Gopal Dass)

Director

Tel.No.24369218